



DEPARTMENT OF THE ARMY
U.S. ARMY ENGINEER DISTRICT, ALASKA
SOUTHERN ALASKA AREA OFFICE
P.O. BOX 6898
JBER, ALASKA 99506-0898

March 14, 2011

Anchorage Resident Office

C-0001

SUBJECT: Pre-Construction Meeting Minutes, Contract W911KB-11-C-0005, Mooring Points
PH2 Lower Yukon River, Various Alaska Locations

STG, Inc.
11820 S Gambell Street
Anchorage, AK 99515

The purpose of this letter is to transmit the minutes of the pre construction meeting held between USACE and STG, Inc on 10 March 2011. Please review the minutes and respond via serial letter with comments. If you agree with the minutes as written, please return the minutes with an authorized representatives signature on the back page. Please transmit the minutes via serial letter.

If you have any questions, please contact Theodore R Champine, Project Engineer, at 907-753-5786.

Sincerely,

A handwritten signature in black ink, appearing to read "Ze Jong", is written over a horizontal line.

Ze Jong
Administrative Contracting Officer

PRECONSTRUCTION CONFERENCE

The conference convened at 0900 on 10 March 2011 at the TRO Conference Room, Bldg 8199, JBER

1. INTRODUCTION: *Handout - Organization Chart.

The purpose of this meeting is to orient the contractor with respect to safety, the Resident Office operation, coordination between the Corps of Engineers and the contractor, and a general discussion of items of major importance with respect to the contract.

Attendees: See attached attendance list

Identify persons with authority, Christine dale, Ze Jong, Self

2. PROJECT LOCATION AND SCOPE OF WORK:

- i. **Location** – Various locations along the Lower Yukon River Delta - see map.
- ii. **Description**- Provide approximately 40 mooring points for fuel and shipping vessels to tie off during operations. Approximately 22 Above grade points and 18 below grade points

3. ADMINISTRATIVE AND TECHNICAL REQUIREMENTS:

a. Commencement Prosecution and Completion of Work: (52.211-10)

The contract amount is \$664,739.76 to STG with the contract award made on 3 Feb 2011. Notice to Proceed (NTP) and receipt of acknowledgement was issued/received on 14 November and completion is set for 1/31/2012

b. Liquidated Damages: (52.211-12)

For failure to complete on schedule within the contract fixed time the contractor shall pay to the Government liquidated damages in the amount of \$2,098.00 per day past the Contract Completion Date (CCD).

c. Submittals (TS 01 33 00)

-T. Champine discussed critical submittals required prior to on site work

d. Identification of Employees: (TS 01 19 30.00 29 & SCR-12)

- i. Contractor Locator
- ii. Base Access

e. Insurance - Work on a Government Installation:

- In accordance with FAR 52.228-5
- T. Champine listed off the required insurance and the minimum amounts required for each
- G. Mathews requested additional information about the requirement of Aircraft liability
 - o This insurance only required if contractor is using its own aircraft in connection with performance of the contract.

f. Performance of Work by Contractor: (FAR 52.236-1)

Not applicable

g. Subcontracts: (FAR 52.222-11)

The prime contractor shall be responsible for all actions of his subcontractors on the project. As the Government has no contractual relationship with subcontractors, any questions they may have should be directed to the prime contractor. Within 14 days after award of the contract, the contractor shall deliver to the Contracting Officer a completed Statement and Acknowledgement Form (SF 1413) for each subcontract as outline in para (b)(1) and (2).

h. Payments Under Fixed Price Construction Contracts: (FAR 52.232-5)

The Government will make monthly progress payments to the contractor upon his submission of Progress Payment Request, submitted as an original with three (3) copies. Payment for items of work will be based on the amount agreed to by the contractor and Quality Assurance Representative prior to pay estimate date.

The Prompt Payment Act of 1988 requires that a contractor be paid within 14 days after they submit their payment request. This 14-day period will begin when the Area Office accepts the payment estimate as correct and complete. If an incomplete Progress Payment Request is received by the Area Office, the request will be rejected, returned to the contractor, and the 14-day period will reset with the resubmission of a revised package.

j. Differing Site Conditions: (FAR 52.236-2)

The contractor shall promptly, and before such conditions are disturbed, notify the Contracting Officer, in writing, of any differing site conditions. No claim shall be allowed under this section of specifications unless the contractor has given the required notice. The Government is required to investigate any alleged conditions and inform the contractor of the findings.

- T. Champine placed special emphasize on the following: Even though Daily Reports and RFIs are technically in writing, these typically have a one day lag from the time of generation to the time of submission to the Government. Timely notification is critical.

k. Materials and Workmanship: (FAR 52.236-5)

All equipment, materials and articles incorporated into the work covered by this contract, shall be new and of the most suitable grade. When required, the contractor shall also obtain approval of materials or articles, which the contractor intends to incorporate into the work. All work under this contract shall be performed in a skillful and workmanlike manner. The Contracting Officer may require in writing, that the contractor removes from the work any employee he deems incompetent, careless, or otherwise objectionable.

l. Superintendence by The Contractor: (FAR 52.236-6)

The contractor shall give his personal superintendence to the work or have a competent foreman or superintendent, satisfactory to the Contracting Officer, on the job site at all times during progress, with authority to act for him. The contractor will submit the names of all other personnel designated to act for him with a description of duties, the scope of their authority and a sample signature of each.

m. Protection of Existing Vegetation, Structures, Utilities and Improvements: (FAR 52.236-9)

The contractor shall take all necessary measures to ensure the protection of all existing conditions within the job site.

- SCR-SS060 Preservation of historical, archeological & cultural resources; archeologist required at grayling; coordinate with Corps construction office

n. Operations and Storage Areas: (FAR 52.236-10, EM 385-1-1)

The contractor shall confine all operations and activities on Government premises to areas authorized or approved by the Contracting Officer. Plans showing temporary field offices and storage facilities shall be submitted for the written approval of the Contracting Officer.

-T. Champine clarified weather the operations and storage area will be on the barge. G. Mathews confirmed and will provide appropriate site plans.

o. Use and Possession Prior to Completion: (FAR 52.236-11)

The Government may take possession of or use any completed or partially completed part of the work. If this occurs, an inspection will be conducted with deficiencies or outstanding work noted in writing.

p. Schedule for Construction Contracts: (FAR 52.236-15 & TS 01 32 01.00 10)

The contract requires that a progress schedule be submitted for how the work will be performed and the sequencing of work. This schedule shall show a breakdown of the definable features of work by, with contract cost and curve plotted so that the percentage of work scheduled for completion at any given date may be determined. This progress schedule is also necessary in order to process partial payment estimates. Partial payment estimates cannot be processed until the schedule is submitted, received and approved. Periodic schedule updates

will be performed prior to the submission of a monthly progress payment. The cut off date for each month's payment estimates will be determined at a later date. A preliminary schedule defining the first <90> calendar days of shall be submitted within <15> days after notice to proceed. The complete project schedule consisting of the mathematical analysis and network diagrams shall be prepared and submitted after approval of the preliminary schedule.

q. Specifications and Drawings for Construction: (FAR 52.236-21)

Anything mentioned in the specifications and not shown in the drawings or shown in the drawings but not mentioned in the specification shall have the like effect as if shown or mentioned in both. In the case of differences between specifications and drawings, the specifications will govern. In the case of a discrepancy in the figures, in the drawings, or in the specifications, the matter will immediately be brought to the attention of the Resident Engineer for resolution. The contractor shall send RFIs electronically to the Government.

r. Changes: (FAR 52.243-4)

The Contracting Officer may, at any time, without notice to the sureties, by written order designated or indicated to be a change order, make any change in the work within the general scope of the contract.

The Resident Engineer, acting as the Administrative Contracting Officer (ACO), is the authorized representative of the Contracting Officer for the purpose of issuing instructions and modifications pursuant to FAR 52.243-4, Changes. As such, he may execute on behalf of the Contracting Officer, contract modifications where the amount involved in each instance does not exceed \$100,000.00. The Quality Assurance Representative or local installation personnel have no contractual authority to execute changes, issue directions, or modify the requirements of the contract. The Quality Assurance Representative can notify the contractor of changes authorized by the ACO.

If a change is deemed necessary, the Corps will issue a serial letter requesting a proposal for a change to the contract. The contractor should review the proposed change, secure costs as necessary, and furnish a proposal to the Contracting Officer within the time stipulated. This proposal should include a complete cost breakdown indicating labor, materials, and other data for evaluation. This will be reviewed by the Resident Office and a meeting will be held for any negotiations, which are necessary to arrive at a fair and equitable adjustment in cost and time for the change or additional work. Never proceed with any modification without written authority or direct instruction from the Contracting Officer or his authorized representative; otherwise, the contractor may be assuming the risk of not being reimbursed for additional expenses. If the contractor intends to assert a claim for equitable adjustment under this clause, he must submit to the Contracting Officer, within 30 days, a written statement setting forth the general nature and monetary extent of the claim.

s. Inspection of Construction: (FAR 52.246-12)

All work shall be subject to inspection and test by the Government at all reasonable times and all places prior to acceptance.

The contractor shall, without charge, replace any material or correct any workmanship found by the Government not to conform to the contract requirements. If the contractor does not replace such materials or workmanship the Government may either replace the materials at the contractor's expense or terminate the contractor's right to proceed under the contract.

The contractor shall furnish, without charge, all facilities, labor and material reasonably needed for performing such safe and convenient inspection or test as may be required by the Contracting Officer.

The Government reserves the right to charge to the contractor any additional cost of inspection or test when material or workmanship is not ready at the time specified by the contractor for inspection or test or when re-inspection or re-test is necessitated by prior rejection.

t. Value Engineering-Construction: (FAR 52.248-3)

This clause is included to provide the contractor an incentive to develop and review ideas, which will accomplish the required function but cost less. The incentive is that the contractor shares in the savings created when the Value Engineering Change Proposal (VECP) is accepted. Since time is normally at a premium, VECPs will be "fast tracked" to obtain maximum cost reduction. Careful preparation will ensure that VECPs can be handled expeditiously.

u. Default: (FAR 52.249-10)

Failure to prosecute the work with such diligence as will ensure its completion within the time specified in the contract may result in the termination by the Government of the contractor's right to proceed with the work. The contractor will be liable for any damage to the Government resulting from his refusal or failure to complete the work within the specified time. Time extensions due to weather or acts of God are also issued pursuant to this clause.

v. As-built Drawings: (TS 01 78 00)

Not Applicable, Gov't rep will acquire GPS coordinates at time of final acceptance

w. Requests for Equitable Adjustment (REAs) and Contracting Officer's Decisions (CODs): (Disputes Clause - FAR 52.233-1)

Disputes should be resolved at the lowest level and elevated appropriately. If an issue cannot be resolved the contractor's first course of action should be the submission of a REA to the Area Office via serial letter with all of the information required in accordance with FAR 52.233-1. The Government will respond with a serial letter either requesting additional time to review the issue, to enter into negotiations, or denying the REA. If the REA is denied, the contractor has the option to submit a COD to the Contracting Officer in accordance with the Disputes Clause.

4. LABOR RELATIONS: Handout Guidelines - DD Form 879 and SF 1413. The contract required the contractor to comply with the following labor standards:

- a. Contract Work Hours, Safety Standards Act and Overtime Compensation (FAR 52.222-4).
- b. Davis-Bacon Act (FAR 52.222-6).

- c. Payrolls and Basic Records (FAR 52.222-8).
- d. Withholding of Funds (FAR 52.222-7).
- f. Subcontracts (FAR 52.222-11).
- g. Equal Opportunity (FAR 52.222-26).
- h. Affirmative Action Compliance Requirements for Construction (FAR 52.222-27).
- i. Affirmative Action for Special Disabled and Vietnam Era Veterans (FAR 52.222-35).
- j. Affirmative Action for Handicapped Workers (FAR 52.222-36).

Periodic labor standards interviews will be conducted by the QAR.

5. DEFENSE MATERIAL SYSTEM AND BUY AMERICAN ACT:
(FAR 52.225-13) Restrictions on certain foreign purchases

Cuba, Libya Iran and most imports from North Korea

6. SAFETY: (FAR 52.236-13, EM 385-1-1, TS 01 35 26.00 29) *Handout 385-1-1, ENG Form 3394 and Instructions, and POD Form 265-R.

- a. Safety was discussed and included the following:

(1) The contractor shall comply with all pertinent paragraphs of the U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM 385-1-1, **dated 2008**. The contractor is also required to comply with the provisions issued by the Secretary of Labor at 29 CFR Part 1926 and CFR Part 1910. The contractor must also take any additional measures the Contracting Officer deems reasonably necessary for safety.

(2) The contractor shall maintain an accurate record of exposure data on all accidents incident to the work performed under this contract which result in lost time (i.e., the worker misses an entire shift), or property damage in excess of \$2,000.00. The contractor shall report this data on POD Form 265-R or ENG Form 3394 as required. The contractor shall also provide monthly exposure data as of the last week of each month showing man-hours worked and accidents, injuries or first aid cases. The monthly exposure data shall be submitted to the Southern Alaska Area Office (SAAO) no later than the 5th of each month either in person or via facsimile at (907) 384-7441.

(3) Before beginning work, the contractor is required to formulate and submit for approval a written Accident Prevention Plan (APP) to implement the provisions of this contract clause. The contractor shall make copies of the approved APP available to all supervisors and quality control personnel, to each subcontractor and his supervisory personnel; and on a bulletin board for information and guidance of all concerned. The contractor was directed to Table 1-1 and Table 28-1 of EM 385-1-1 for a suggested contractor's APP guidelines and other required safety information. See Paragraph 9

(4) The On-Site Safety Officer and the Quality Control Representatives are responsible for inspecting the work under their surveillance to ensure compliance with the provisions of EM 385-1-1 and TS 01 35 26.00 29 Governmental Safety Requirements. The contractor's noncompliance will be brought to the attention of the contractor's supervisory personnel. If the contractor fails or refuses to take immediate corrective action, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action is taken.

(5) Activity Hazard Analysis:

This program to be submitted by the contractor is intended to prevent accidents by early recognition of possible accident producing construction activities and alerting contractor supervision so that protective measures can be taken. The contractor is responsible for analyzing his Safety Program and Progress Schedule and identifying hazardous conditions, which affect his work. The Activity Hazard Analysis shall be submitted prior to commencing work and will be reviewed during the preparatory inspection for each definable feature of work. An outline to the preparation of the Activity Hazard Analysis is at Figure 1-1 of EM 385-1-1.

-T. Champine stated he would provide the electronic form for contractor implementation.

(6) Contractor Safety Awards: You have the opportunity to be recognized for abiding by the safety requirements identified in your contract. To be recognized and eligible for consideration, you must receive an outstanding rating in safety and quality based on your performance and adherence of contract provisions. The Celebrate Safety Program is under the jurisdiction of the Chief of Construction office.

- T. Champine and M. Peterson discussed additional benefits of the celebrate safety program.

(7) Accident Reporting: The contractor shall immediately notify the Government telephonically or face-to-face of all accidents. All accidents are reportable and shall be reported on a POD-265 form within 24 hours to the safety office. It is important to follow a logical process in this notification process. Notification must be given to a person and not an answering machine or e-mail. Follow the list of positions below until you are able to speak to one of the following person(s):

- Quality Assurance Representative, Project Engineer, Resident Engineer, Office Engineer, Area Engineer, Deputy Chief of Construction Operations Division, Chief of Construction-Operations Division, Chief of Safety and Occupational Health, and the District Commander.
- The District Safety Office number is 907-753-2896/2562/5712, or 907-350-4317 (cell), ATTN: Mr. Marvin Ballard.

An ENG 3394 form is required within 5 days of the accident if it involves lost time or property damage over \$2,000, or as directed by the Safety Manager or District Commander.

Accident investigation is the responsibility of the contractor; return to light duty shall be emphasized to medical providers, and implemented as much as possible. Prompt telephonic

notification is required to the Resident Engineer and Safety Office; and the accident scene needs to be protected until released by the investigation team.

Proper accident reporting is critical to the success of the contractor's and Governments safety.
-Ze Jong placed additional emphasize on this subject.

(8) Man-hour reporting: All man-hours (also referred to as hours worked or exposure) are required to be reported at the end of the month to the GDA as required in EM 385-1-1. All hours shall be reported, those for salaried as well as hourly employees. The monthly exposure data shall be submitted to the Southern Alaska Are Office (SAAO) no later than the 5th of each month either in person or via facsimile at (907) 384-7441.

(9) Accident Prevention Plan (APP): An APP will be prepared and submitted by the Prime Contractor to identify each specific work element and the associated hazards that outlines the pertinent requirements of Appendix A. At a minimum the APP will address the following:

1. Signature Sheet (Plan preparer, Plan approver, and Plan concurrence by corporate or project persons).
2. Background Information (Contractor, contract number, project name, brief project description, contractor accident experience such as experience modification rate (EMR), OSHA 300 Forms, or corporate safety trend analysis, and listing of phases of work and hazardous activities requiring an activity hazard analysis (AHA)).
3. Statement of Safety and Health Policy.
4. Responsibilities and Lines of Authorities (means for controlling sub-contractors, vendors, and visitors).
5. Sub-contractors and Suppliers (identification, means for controlling and coordinating, and safety responsibilities of sub-contractors and suppliers).
6. Training (list subjects to be discussed with employees in safety indoctrination, list mandatory training and certifications that are applicable to this project and any requirements for periodic retraining/recertification).
7. Safety and Health Inspections (who will conduct inspections, when inspections will be conducted, how inspections will be recorded, deficiency tracking system and follow-up procedures, etc., list the names of all Competent Persons (documentation must be attached)).
8. Safety and Health Expectations, Incentive Programs, and Compliance (company's written safety program goals, objectives, and compliance goals, company's safety incentive program, policies and procedures regarding noncompliance including disciplinary action for noncompliance, and company procedures for holding management accountable for safety).
9. Accident Reporting (exposure data, accident investigations, reports, logs, and notification records).
10. Medical Support (outline on-site medical support and off-site medical arrangements, and contractor employees who are CPR/First Aid qualified).

11. Personal Protective Equipment (outline procedures for conducting hazard assessments, and specific PPE requirements).
12. Plans, Programs, and Procedures required by the safety manual as specified in Appendix A).
13. Contractor Information (address each element of Appendix A individually and outline each program required on this project).
14. Site-Specific hazards and Controls (detailed site-specific hazards and controls shall be provided in the AHA for each activity of the operation) Reference: Section 01.A.11
15. See below for other parts of the EM 385-1-1 and TS 01 35 26 Governmental Safety Requirements.

Activity Hazard Analysis AHA: AHA are required for each job task and are required to be accepted by the GDA **before** any work or feature of work on a particular work element starts. The AHA should be reviewed at preparatory inspection meetings. Reference: Section 01.A.13.

Indoctrination and Training: Employees shall be provided safety and health indoctrination and training to enable them to perform their work in a safe manner. This training shall be documented and available for review upon request. Reference: Section 01.B.01 thru 01.B.03.

Safety Meetings: Safety meetings are required for all workers and shall be documented. Monthly safety meetings are required for management personnel and weekly safety meetings are required for all supervisors, foremen and for all other workers and shall be documented. These meetings will plan and discuss successes and problems, follow-up action items, and the plan of work for the next month. Project QAR personnel will be invited to attend all meetings. Reference: Section 01.B.05.

First Aid and CPR Requirements: At least two employees shall be certified in First Aid and CPR and shall be on the job site at all times. A 16-unit first aid kit shall be maintained on the job site and shall be inspected weekly. A log of items used shall be maintained. Reference: Section 03.A.03.

Engineering Manual (EM) 385-1-1: A copy of this manual shall be on the job site at all times. This publication is also available in electronic format through the internet. Reference: Section 01.A – General.

Smoking: Smoking is not allowed in government buildings or within 50 feet of any entrance. Reference: Section 06.L, and 09.A.07.

Housekeeping: This is a daily requirement and enforced to prevent fire and/or accumulation of debris that could cause injury by slips, trips, and falls. Reference: Section 14.C.

Personal Protective Equipment (PPE): PPE is required of all personnel while on job site. At a minimum the following are required:

- Protective footwear with steel toes.
- Hard hats.
- Proper eye protection with side shields.
- Long trousers and shirts with at least short sleeves.
- Bright colored vest.
- Hearing protection, gloves, and respirators as situations require.

All employees will receive training on the proper use of all required PPE, and training shall be documented. Reference: Section 5.

Written Hazard Communication Program (HAZCOM): A written HAZCOM program along with all applicable MSDS information shall be available on the job site. All containers of Hazardous Materials (HM) shall be properly identified, labeled, and stored. *The HAZCOM standard is the #1 most common OSHA violation.* Reference: Section 06.B.01.

OSHA Form 300: Each employer is required by 29 CFR 1904.4 to keep records of fatalities, injuries, and illnesses. You must consider an injury or illness to meet the general recording criteria, and therefore recordable, if it results in any of the following:

- Death
- Days away from work
- Restricted work or transfer to another job
- Medical treatment beyond first aid
- Loss of consciousness

Reference: Section 01.D.05.

Safety Posters: Safety posters are required to be on the job site. Lack of appropriate safety posters, to include wage and hour related information, may constitute a AKOSH violation. Reference: Section 01.A.06.

Vehicle/Equipment Operations: Seatbelts shall be installed and used in all motor vehicles and equipment at all times. Every person operating a motor vehicle or equipment shall possess at all times a license/permit valid for the piece of equipment being operated. All operators shall be qualified to operate the vehicle or equipment. Where a standard license is not applicable for a particular piece of equipment, sufficient documentation shall be kept on record to verify the operator's qualifications. Loading and unloading construction equipment from transport vehicles is an inherently dangerous procedure. All action plans, appropriate support equipment, ground guides (flagman/spotter) with appropriate related training, and procedures will be reviewed by the GDA prior to commencement of these operations. Reference: Sections 16 and 18.

Hot Work Permits: Any flame-producing device or operation requiring a hot-work permit shall be prepared by the contractor for review and issuance IAW the local fire regulations and federal requirements. Reference: Section 06.C.01.

-USACE and STG discussed need for hot work permit with local villages

Safety Questions: All questions regarding the safe operations of the project can be directed to the GDA/QAR. The safety office serves as a resource to the GDA/QAR for resolution of safety and occupational health related questions after they are reviewed through proper channels up to and including the Resident Engineer. Upon request, the safety office will provide the Resident Office and project sites with guidance that is based on specific requirements in the EM 385-1-1, to effect resolution. Daily observations of safety concerns requiring abatement shall be documented in the CQC reports. Verbal directed action provided by government personnel relative to safety should be documented along with abatement efforts. Close finding as soon as possible to prevent accidents.

Scaffolding: All scaffolding shall be erected, inspected, tested, used, maintained, and repaired IAW all applicable requirements in EM 385-1-1 along with specific manufacturer recommendations. Scaffolding means access, toe-boards, wheel locks, handrails, mid-rails, and height to width requirements. All erection, moving, dismantling, or alteration of work platforms shall be under the supervision of a designated scaffolding Competent Person. Reference: Section 22, and Appendix L.

Ladders: Ladders shall be approved for the type and height of work being performed. Ladders must be secured to prevent slippage and extend 3" above the upper landing. Job-site built ladders shall comply with ANSI Standard A14.1 – 14.4. Employees shall be trained in the proper use of ladders and all associated hazards. Reference: Section 21.D, and Appendix J.

Written Respiratory Protection Program: A written respiratory protection program is required when respirators are worn on the job site. Employees required to wear respirators shall be medically qualified, properly trained, and properly fit-tested before respirators can be worn. Respirators must be approved and selected for the specific hazard for which it was designed. Reference: Section 05.E.

Lockout/Tagout Program and GFCI: Before performing service or maintenance on a system where unexpected energizing, start-up, or release of kinetic (stored) energy could cause personal injury, or damage to equipment, a lockout/tagout program must be developed, written, and implemented to outline hazardous energy control procedures. All receptacle outlets providing temporary power shall have GFCI protection. Reference: Section 12.

Confined Spaces: All confined work spaces will be evaluated to determine if they meet the definition of a confined space, or a permit-required-confined-space. A confined space

entry program shall be developed to cover each space identified to meet this definition. Employees shall not enter any confined space until it has been evaluated and sampled, as necessary, by a Competent Person. All employees required to work in a confined space will receive proper training before entry to the work space. Reference: Section 06.I.

-USACE and STG agreed there will be no confined space on project.

Fall Protection: All employees required to work at levels above 6' from the ground level shall be protected by a standard guardrail, catch platforms, temporary floors, safety nets, warning lines, personal fall protection devices, or the approved equivalent. A full-body harness shall be incorporated into all fall arrest systems. Reference: Section 21.

7. CONTRACTOR QUALITY CONTROL SYSTEM: (TS 01 45 04.00 29)

a. Quality Control Plan: (TS 01 45 04.00 29)

Contractor Quality Control (CQC) is a vital part of the contract. The contractor is responsible for preparing his Quality Control (QC) Plan and implementing it. Quality Control involves not only actual performance of work, but also the preparations before work starts (submittals, site work, etc.) and testing and documentation afterward. The contractor must take an active role in insuring that his work conforms to the contract requirements.

b. Organization and Authority:

The QC system shall be implemented by establishing a separate QC organization headed by a QC System Manager as well as a full-time person who will be at the job-site at all times construction is in progress. The person's primary responsibility shall be QC compliance with the contract documents. The contractor shall provide additional QC personnel as required by the Technical Specifications or Special Clauses and as necessary in order to fully implement the CQC plan as approved. QC personnel will report directly and to a level no lower than the contractor's top field management.

The Contractor's Quality Control Representative shall have the responsibilities as noted in TS 01 45 04.00 29; i.e., shop drawing records, reports, stop work orders for non-compliance with contract specifications and plans, and safety inspections. The contractor shall furnish and include within his plan a letter of direction to the contractors' representatives responsible for Quality Control, outlining their duties and responsibilities, signed by a responsible officer of the firm.

c. Inspection and Documentation:

The contractor must maintain an adequate inspection system and perform such inspection to ensure that work conforms to the contract requirements. He shall maintain and make available to the Government adequate records of such inspections.

The CQC Program shall include three phases of inspection for all definable features of work:

- (1) Preparatory Inspections shall be performed prior to beginning any feature of work. They shall be conducted and documented by the contractor and require 48 hours advance notification to the Quality Assurance Representative (QAR).
- (2) Initial Inspections shall be performed as soon as a representative portion of the work is complete. The intent is to establish an acceptable level of quality. These inspections must also be documented and the contractor shall provide 24 hours advance notification to the QAR.
- (3) Follow-up Inspections shall be performed and documented daily to assure continuing compliance with contract requirements until completion of the particular feature of work.

8. STORM WATER POLLUTION PREVENTION PLAN, CONSTRUCTION GENERAL PERMIT, NOTICE OF INTENT, AND NOTICE OF TERMINATION: (TS 01 57 34.00 29)

*Not applicable however an EPP is required as well as various specific requirements from waste water and water resource protection See 015720.0010

9. Close Out Requirements

Pre-Final Inspection

Final inspection

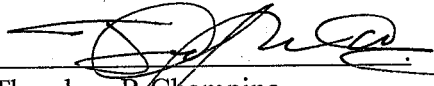
10. SPECIAL ITEMS:

- a. Prior to the commencement of work, the contractor shall meet with the representative of the Contracting Officer to develop mutual understandings relative to the compliance with and the administration of the contractor's accepted Quality Control Program and Accident Prevention Program. Reference 01 45 04.00 29 Coordination Meeting
- b. Weekly Project Status Meeting. 01 32 01.00 10 par 3.6
- c. Temp Facilities: TS 01 50 00;
- d. Warranty
- e. Final inspection (14 day notice): Acceptance Inspection Checklist – List completed prior to the final inspection. (may not be practical requirement due to process of work, QAR will perform acceptance of mooring points as completed)

11. OPEN DISCUSSION:

1. Work hours are as follows: Flex, standard 7/10's, additional as required
2. Gov't lodging? To be discussed, possible Gov't lodging on barge.
3. Discussions with the user and other representatives from the Government are acceptable provided that all parties are in the loop and that the contract is not changed. If the Government would like to change the contract, the Government will issue a RFP.

11. THE PRECONSTRUCTION CONFERENCE ENDED AT 1040 March 10 2011



Theodore R. Champine
Project Engineer



Ze Jong
Administrative Contracting Officer

(Signature) Contractor's Authorized Representative

(Title)



Pre-Construction Conference Attendance

Contract Number: W911KB-11-C-0005

Description: Lower Yukon River Moring Points

Location: Anchorage, Alaska

Date: 10 March 2011

(PLEASE PRINT)

Name and Title or Rank

Company/Organization

Telephone

Ymeen Borger

STG

522-9020

GARY MATTHEWS

ST G INC.

644-4669

Chris Schimschat

STG, INC

644-4664

Jessica Skinner

USACE

384-7963

Martin Peterson

USACE

753-2671

Melanie Peterson

USACE

753-5694

Michael McKimmey

USACE

753-2741

GEORGE KALLI

USACE

753-2622

ERIC SCHNEIDER

USACE

444-8531

Ze, John

Case

753-2503

Ted Champine

COE

753.5786